

**REF: PRJ\_3989 HMPPS BODY WORN VIDEO CAMERAS – PART 3**

## Contents

Section	Page
Core Terms	2
APPENDIX A: HMPPS Body Worn Camera Background	16
APPENDIX B - Current Public prison Establishments in England and Wales (106)	21
APPENDIX C: Body Worn Video Camera Early Adopter Establishments	26
APPENDIX D: HMPPS Body Worn Video Camera User Groups	27

## CORE TERMS

### BACKGROUND

#### RECITALS:

- (A) As a result of a procurement commenced on 14<sup>th</sup> October 2021 and run in accordance with the Regulations and Public Service Directive 2014/24/EU, including paragraph 62 of the Preamble to the Directive, [the Supplier]/[Suppliers] [submitted its offer]/[submitted their offers] to provide and maintain certain Goods and Services to the Buyer.
- (B) The Goods and Services are specified in the Contract.
- (C) Subject to the terms and conditions of this Contract, the Buyer has accepted [the Suppliers Offer]/[the Suppliers Offers] and in doing has appointed [the Supplier]/[the Suppliers] to provide and maintain the Goods and Services.
- (D) The Core Terms which are part of the Contract are set out below.

## 1. Definitions used in the Contract

1.1 Interpret this Contract using Schedule 1 (Definitions).

## 2. How the Contract works

2.1 If the Buyer decides to buy Deliverables under the Contract, the Buyer may order the Deliverables, which includes setting out its requirements, in accordance with the Award Form.

2.2 If allowed by the Regulations, the Buyer can:

- make changes to Award Form;
- create new Schedules;
- exclude optional template Schedules; and/or
- use Special Terms in the Award Form to add or change terms.

2.3 The Contract:

- is between the Supplier and the Buyer; and
- includes Core Terms, Schedules to the Core Terms, the Award Form and any change to, or items in the completed Award Form.

2.4 The Supplier acknowledges it has all the information required to perform its obligations under the Contract before entering into it. When information is provided by the Buyer no warranty of its accuracy is given to the Supplier.

2.5 The Supplier won't be excused from any obligation, or be entitled to additional Costs or Charges because it failed to either:

- verify the accuracy of the Due Diligence Information; or
- properly perform its own adequate checks.

2.6 The Buyer will not be liable for errors, omissions or misrepresentation of any information.

2.7 The Supplier warrants and represents that all statements made and documents submitted as part of the procurement of Deliverables are and remain true and accurate and that it will advise the Buyer of any fact, matter or circumstance of which it may become aware which would render such information to be false, inaccurate, or misleading.

## 3. What needs to be delivered

### 3.1 All deliverables

3.1.1 The Supplier must provide Deliverables:

- that comply with the Specification, the Tender Response and the Contract;
- using Good Industry Practice;
- using all reasonable, care skill and diligence;
- using its own policies, processes and internal quality control measures as long as they don't conflict with the Contract;
- on the dates agreed; and
- that comply with the Law.

3.1.2 The Supplier must provide Deliverables with a warranty of at least 12 months from Delivery against all defects in design, materials and workmanship.

### **3.2 Goods clauses**

3.2.1 All Goods delivered must be new, or as new if recycled, unused and of recent origin.

3.2.2 All manufacturer warranties covering the Goods must be assignable to the Buyer on request and for free.

3.2.3 The Supplier transfers ownership of the Goods on Delivery or payment for those Goods, whichever is earlier.

3.2.4 Risk in the Goods transfers to the Buyer on Delivery of the Goods but remains with the Supplier if the Buyer notices damage following Delivery and lets the Supplier know within 3 Working Days of Delivery.

3.2.5 The Supplier warrants that it has full and unrestricted ownership of the Goods at the time of transfer of ownership.

3.2.6 The Supplier must deliver the Goods on the date and to the specified location for Delivery during the Buyer's working hours.

3.2.7 The Supplier must provide sufficient packaging for the Goods to reach the point of Delivery safely and undamaged.

3.2.8 All deliveries must have a delivery note attached that specifies the order number, type and quantity of Goods.

3.2.9 The Supplier must provide all tools, information and instructions the Buyer needs to make use of the Goods.

3.2.10 The Supplier must indemnify the Buyer against the costs of any Recall of the Goods and give notice of actual or anticipated action about the Recall of the Goods.

3.2.11 The Buyer can cancel any order or part order of Goods which has not been Delivered. If the Buyer gives less than 14 day's notice, then it will pay the Supplier's reasonable and proven costs already incurred on the cancelled order as long as the Supplier takes all reasonable steps to minimise these costs.

3.2.12 The Supplier must at its own cost repair, replace, refund or substitute (at the Buyer's option and request) any Goods that the Buyer rejects because they don't conform with Clause 3. If the Supplier doesn't do this, it will pay the Buyer's costs including repair or re-supply by a third party.

### **3.3 Services clauses**

3.3.1 Late Delivery of the Services will be a Default of the Contract.

3.3.2 The Supplier must co-operate with the Buyer and third-party suppliers on all aspects connected with the Delivery of the Services and ensure that Supplier Staff comply with any reasonable instructions of the Buyer or third-party suppliers.

3.3.3 The Supplier must at its own risk and expense provide all Supplier Equipment required to Deliver the Services.

3.3.4 The Supplier must allocate sufficient resources and appropriate expertise to the Contract.

3.3.5 The Supplier must take all reasonable care to ensure performance does not disrupt the Buyer's operations, employees or other contractors.

3.3.6 The Supplier must ensure all Services, and anything used to Deliver the Services, are of good quality and free from defects.

3.3.7 The Buyer is entitled to withhold payment for partially or undelivered Services but doing so does not stop it from using its other rights under the Contract.

## **4 Pricing and payments**

4.1 In exchange for the Deliverables, the Supplier must invoice the Buyer for the Charges in the Award Form.

4.2 All Charges:

### HMPPS Body Worn Video Cameras – Part 3

- must exclude VAT, which is payable on provision of a valid VAT invoice; and
- must include all costs connected with the Supply of Deliverables

4.3 The Buyer must pay the Supplier the Charges within 30 days of receipt by the Buyer of a valid, undisputed invoice, in cleared funds using the payment method and details stated in the Award Form.

4.4 A Supplier invoice is only valid if it:

- includes all appropriate references including the Contract reference number and other details reasonably requested by the Buyer; and
- includes a detailed breakdown of Delivered Deliverables and Milestone(s) (if any).

4.5 The Buyer may retain, or set-off payment of any amount owed to it by the Supplier if notice and reasons are provided.

4.6 The Supplier must ensure that all Subcontractors are paid, in full, within 30 days of receipt of a valid, undisputed invoice. If this does not happen, the Buyer can publish the details of the late payment or non-payment.

4.7 If the Buyer can get more favourable commercial terms for the supply at cost of any materials, goods or services used by the Supplier to provide the Deliverables and that cost is reimbursable by the Buyer, then the Buyer may either:

- require the Supplier to replace its existing commercial terms with the more favourable terms offered for the relevant items; or
- enter into a direct agreement with the Subcontractor or third party for the relevant item.

4.8 If the Buyer uses Clause 4.7 then the Charges must be reduced by an agreed amount by using the Variation Procedure.

4.9 The Buyer's right to enter into a direct agreement for the supply of the relevant items is subject to both:

- the relevant item being made available to the Supplier if required to provide the Deliverables; and
- any reduction in the Charges excludes any unavoidable costs that must be paid by the Supplier for the substituted item, including any licence fees or early termination charges.

4.10 The Supplier has no right of set-off, counterclaim, discount or abatement unless they are ordered to do so by a court.

## 5. The Buyer's obligations to the Supplier

5.1 If Supplier Non-Performance arises solely from a Buyer Cause:

- the Buyer cannot terminate the Contract under Clause 10.4.1;
- the Supplier is entitled to reasonable and proven additional expenses and to relief from Delay Payments, liability and Deduction under this Contract;
- the Supplier is entitled to a reasonable amount of additional time needed to make the Delivery; and
- the Supplier cannot suspend the ongoing supply of Deliverables.

5.2 Clause 5.1 only applies if the Supplier:

- gives notice to the Buyer of the Buyer Cause within 10 Working Days of becoming aware;
- demonstrates that the Supplier Non-Performance only happened solely because of the Buyer Cause; and
- mitigated the impact of the Buyer Cause.

## 6. Record keeping and reporting

6.1 The Supplier must attend Progress Meetings with the Buyer and provide Progress Reports when specified in the Award Form.

6.2 The Supplier must keep and maintain full and accurate records and accounts in respect of the Contract:

- in relation to the Suppliers obligation to maintain the Goods and Services, for 10 years after the End Date;
- in relation to all other matters, for 7 years after the End Date; and
- in accordance with the GDPR.

6.3 The Supplier must allow any Auditor access to their premises to verify all contract accounts and records of

everything to do with the Contract and provide copies for an Audit.

6.4 The Supplier must provide information to the Auditor and reasonable co-operation at their request.

6.5 If the Supplier is not providing any one or all of the Deliverables, or is unable to provide them, it must immediately:

- tell the Buyer and give reasons;
- propose corrective action; and
- provide a deadline for completing the corrective action.

## **7. Supplier Staff**

7.1 The Supplier Staff involved in the performance of the Contract must:

- be appropriately trained and qualified;
- be vetted using Good Industry Practice and the Security Policy; and
- comply with all conduct requirements when on the Buyer's Premises.

7.2 Where the Buyer decides one of the Supplier's Staff is not suitable to work on the Contract, the Supplier must replace them with a suitably qualified alternative.

7.3 If requested, the Supplier must replace any person whose acts or omissions have caused the Supplier to breach Clause 27.

7.4 The Supplier must provide a list of Supplier Staff needing to access the Buyer's Premises and say why access is required.

7.5 The Supplier indemnifies the Buyer against all claims brought by any person employed by the Supplier caused by an act or omission of the Supplier or any Supplier Staff.

## **8. Rights and protection**

8.1 The Supplier warrants and represents that:

- it has full capacity and authority to enter into and to perform the Contract;
- the Contract is executed by its authorised representative;
- it is a legally valid and existing organisation incorporated in the place it was formed;
- there are no known legal or regulatory actions or investigations before any court, administrative body or arbitration tribunal pending or threatened against it or its Affiliates that might affect its ability to perform the Contract;
- it maintains all necessary rights, authorisations, licences and consents to perform its obligations under the Contract;
- it has all necessary rights in and to any licensed software, third party IPRs, Supplier background IPRs and any other materials made available by the Supplier (and/or any Sub-contractor) to the Buyer which are necessary for the performance of the Supplier's obligations under this Contract;
- it doesn't have any contractual obligations which are likely to have a material adverse effect on its ability to perform the Contract; and
- it is not impacted by an Insolvency Event.

8.2 The warranties and representations in Clauses 2.6 and 8.1 are repeated each time the Supplier provides Deliverables under the Contract.

8.3 The Supplier indemnifies the Buyer against each of the following:

- wilful misconduct of the Supplier, Subcontractor and Supplier Staff that impacts the Contract; and
- non-payment by the Supplier of any tax or National Insurance.

8.4 All claims indemnified under this Contract must use Clause 26.

8.5 The Buyer can terminate the Contract for breach of any warranty or indemnity where they are entitled to do so.

8.6 If the Supplier becomes aware of a representation or warranty that becomes untrue or misleading, it must immediately notify the Buyer.

8.7 All third-party warranties and indemnities covering the Deliverables must be assigned for the Buyer's benefit by the Supplier.

## **9. Intellectual Property Rights (IPRs)**

9.1 Each Party keeps ownership of its own Existing IPRs. The Supplier gives the Buyer a non-exclusive, perpetual, royalty-free, irrevocable, transferable worldwide licence to use, change and sub-license the Supplier's Existing IPR to enable it to both:

- receive and use the Deliverables; and
- make use of the deliverables provided by a Replacement Supplier.

9.2 Any New IPR created under the Contract is owned by the Buyer. The Buyer gives the Supplier a licence to use any Existing IPRs and New IPRs for the purpose of fulfilling its obligations under the Contract during the Contract Period.

9.3 Where a Party acquires ownership of IPRs incorrectly under this Contract it must do everything reasonably necessary to complete a transfer assigning them in writing to the other Party on request and at its own cost.

9.4 Neither Party has the right to use the other Party's IPRs, including any use of the other Party's names, logos or trademarks, except as provided in Clause 9 or otherwise agreed in writing.

9.5 If there is an IPR Claim during or after the Contract Period, the Supplier indemnifies the Buyer against all losses, damages, costs or expenses (including professional fees and fines) incurred as a result.

9.6 If an IPR Claim is made or anticipated the Supplier must notify the Buyer and at its own expense and the Buyer's sole option, either:

- obtain for the Buyer the rights in Clause 9.1 and 9.2 without infringing any third party IPR; or
- replace or modify the relevant item with substitutes that don't infringe IPR without adversely affecting the functionality or performance of the Deliverables

## **10. Ending the Contract**

10.1 The Contract takes effect on the Start Date and ends on the End Date or earlier if required by Law.

10.2 The Buyer can extend the Contract for the Extension Period by giving the Supplier no less than 3 Months' written notice before the Contract expires.

### **10.3 Ending the Contract without a reason**

10.3.1 The Buyer has the right to terminate the Contract at any time without reason or liability by giving the Supplier at least 90 days' notice and if it's terminated Clause 10.5.2 to 10.5.7 applies.

### **10.4 When the Buyer can end the Contract**

10.4.1 If any of the following events happen, the Buyer has the right to immediately terminate the Contract by issuing a Termination Notice to the Supplier:

- there's a Supplier Insolvency Event;
- there's a Default that is not corrected in line with an accepted Rectification Plan;
- the Buyer rejects a Rectification Plan, or the Supplier does not provide it within 10 days of the request;
- there's any material Default of the Contract;
- there's any material Default of any Joint Controller Agreement relating to the Contract;
- there's a Default of Clauses 2.6, 8, 9, 14, 15, 27, 32 or Schedule 19 (Cyber Essentials) (where applicable) relating to the Contract;
- there's a consistent repeated failure to meet the Service Levels in Schedule 10 (Service Levels);
- there's a Change of Control of the Supplier which isn't pre-approved by the Buyer in writing;
- there's a Variation to the Contract which cannot be agreed using Clause 24 (Changing the contract) or resolved using Clause 34 (Resolving disputes);
- The Buyer discovers that the Supplier was in one of the situations in 57 (1) or 57(2) of the Regulations at the time the Contract was awarded;
- the Court of Justice of the European Union uses Article 258 of the Treaty on the Functioning of the European Union (TFEU) to declare that the Contract should not have been awarded to the Supplier because of a serious breach of the TFEU or the Regulations;
- the Supplier fails to comply with the Official Secrets Act 1911-1989 and section 182 of the Finance Act; and/or
- the Supplier or its Affiliates embarrass or bring the Buyer into disrepute or diminish the public trust in them

### HMPPS Body Worn Video Cameras – Part 3

10.4.2 If there is a Default, the Buyer can, without limiting its other rights, request that the Supplier provide a Rectification Plan.

10.4.3 When the Buyer receives a requested Rectification Plan it can either:

- reject the Rectification Plan or revised Rectification Plan, giving reasons; or
- accept the Rectification Plan or revised Rectification Plan (without limiting its rights) and the Supplier must immediately start work on the actions in the Rectification Plan at its own cost, unless agreed otherwise by the Parties.

10.4.4 Where the Rectification Plan or revised Rectification Plan is rejected, the Buyer:

- must give reasonable grounds for its decision; and
- may request that the Supplier provides a revised Rectification Plan within 5 Working Days.

10.4.5 If any of the events in regulation 73 (1) (a) to (c) of the Regulations happen, the Buyer has the right to immediately terminate the Contract and Clause 10.5.2 to 10.5.7 applies.

### 10.5 What happens if the Contract ends

Where the Buyer terminates the Contract under Clause 10.4.1 all of the following apply:

- 10.5.1 The Supplier is responsible for the Buyer's reasonable costs of procuring Replacement Deliverables for the rest of the Contract Period.
- 10.5.2 The Buyer's payment obligations under the terminated Contract stop immediately.
- 10.5.3 Accumulated rights of the Parties are not affected.
- 10.5.4 The Supplier must promptly delete or return the Government Data except where required to retain copies by law.
- 10.5.5 The Supplier must promptly return any of the Buyer's property provided under the terminated Contract.
- 10.5.6 The Supplier must, at no cost to the Buyer, co-operate fully in the handover and re-procurement (including to a Replacement Supplier).
- 10.5.7 The following shall apply in relation to termination or expiry of the Contract:
- in relation to the Suppliers obligation to maintain the Goods and Services, the following clauses and schedules shall survive the termination or expiry of the Contract for 10 years: Clause 3 (What needs to be delivered), Clause 6 (Record keeping and reporting), Clause 7 (Supplier Staff), Clause 8 (Rights and protection), Clause 9 (Intellectual Property Rights (IPRs)), Clause 10 (Ending the Contract), Clause 11 (How much the Parties can be held responsible for), Clause 13 (Insurance), Clause 14 (Data Protection), Clause 15 (What you must keep confidential), Clause 16 (When you can share information), Clause 17 (Invalid parts of the Contract), Clause 18 (No other terms apply), Clause 19 (Other people's rights in the Contract), Clause 21 (Relationships created by the Contract), Clause 22 (Giving up Contract rights), Clause 23 (Transferring responsibilities), Clause 26 (Dealing with claims), Clause 31 (Tax), Clause 32 (Conflict of interest), Clause 33 (Reporting a breach of the Contract), Clause 34 (Resolving disputes), Clause 35 (Which law applies), Schedule 2 (Specification), Schedule 3 (Charges), Schedule 6 (Transparency Reports), Schedule 7 (Staff Transfer), Schedule 10 (Service Levels), Schedule 24 (Financial Difficulties) and Schedule 30 (Exit Management) together with any Clauses and Schedules which are expressly or by implication intended to continue; and
  - in relation to all other matters, the following clauses shall survive termination or expiry of the Contract: 3.2.10 (Goods Clauses), 6 (Record Keeping and Reporting), 7.2 (Supplier Staff), 9 (Intellectual Property Rights), 11 (Ending the Contract), 14 (Data Protection), 15 (What you must keep confidential), 16 (When you can share information), 17 (Invalid parts of the Contract), 18 (No other terms apply), 34 (Resolving disputes), 35 (Which law applies), together with any Clauses and Schedules which are expressly or by implication intended to continue.

### 10.6 When the Supplier can end the Contract

10.6.1 The Supplier can issue a Reminder Notice if the Buyer does not pay an undisputed invoice on time. The Supplier can terminate the Contract if the Buyer fails to pay an undisputed invoiced sum due and worth over 10% of the total Contract Value within 30 days of the date of the Reminder Notice.

10.6.2 If a Supplier terminates the Contract under Clause 10.6.1:

- the Buyer must promptly pay all outstanding Charges incurred to the Supplier;

- the Buyer may pay the Supplier reasonable committed and unavoidable Losses as long as the Supplier provides a fully itemised and costed schedule with evidence - the maximum value of this payment is limited to the total sum payable to the Supplier if the Contract had not been terminated; and
- Clauses 10.5.4 to 10.5.7 apply

### **10.7 When Subcontracts can be ended**

10.7.1 At the Buyer's request, the Supplier must terminate any Subcontracts in any of the following events:

- there is a Change of Control of a Subcontractor which isn't pre-approved by the Buyer in writing;
- the acts or omissions of the Subcontractor have caused or materially contributed to a right of termination under Clause 10.4; or
- a Subcontractor or its Affiliates embarrasses or brings into disrepute or diminishes the public trust in the Buyer.

### **10.8 Partially ending and suspending the Contract**

10.8.1 Where the Buyer has the right to terminate the Contract it can terminate or suspend (for any period), all or part of the Contract. If the Buyer suspends the Contract, it can provide the Deliverables itself or buy them from a third party.

10.8.2 The Buyer can only partially terminate or suspend the Contract if the remaining parts of that Contract can still be used to effectively deliver the intended purpose.

10.8.3 The Parties must agree any necessary Variation required by Clause 10.8 using the Variation Procedure, but the Supplier may not either:

- reject the Variation; or
- increase the Charges, except where the right to partial termination is under Clause 10.3.

10.8.4 The Buyer can still use other rights available, or subsequently available to it if it acts on its rights under Clause 10.8.

## **11. How much the Parties can be held responsible for**

11.1 Each Party's total aggregate liability in each Contract Year under the Contract (whether in tort, contract or otherwise) is no more than the greater of £5 million or 150% of the Estimated Yearly Charges unless specified in the Award Form.

11.2 No Party is liable to the other for:

- any indirect Losses; or
- Loss of profits, turnover, savings, business opportunities or damage to goodwill (in each case whether direct or indirect).

11.3 In spite of Clause 11.1, neither Party limits or excludes any of the following:

- its liability for death or personal injury caused by its negligence, or that of its employees, agents or Subcontractors;
- its liability for bribery or fraud or fraudulent misrepresentation by it or its employees; and/or
- any liability that cannot be excluded or limited by Law.

11.4 In spite of Clause 11.1, the Supplier does not limit or exclude its liability for any indemnity given under Clauses 7.5 (Supplier Staff), 8.3 (Rights and protection), 9.5 (Intellectual Property Rights), 12.2 (Obeying the law) or 14.8 (Data protection) or Schedule 7 (Staff Transfer) of the Contract.

11.5 Each Party must use all reasonable endeavours to mitigate any Loss or damage which it suffers under or in connection with the Contract, including any indemnities.

11.6 When calculating the Supplier's liability under Clause 11.1 the following items will not be taken into consideration:

- Deductions; and
- any items specified in Clause 11.4.

11.7 If more than one Supplier is party to the Contract, each Supplier Party is fully responsible for both their own

liabilities and the liabilities of the other Suppliers.

## **12. Obeying the law**

12.1 The Supplier must use reasonable endeavours to comply with the provisions of Schedule 26 (Corporate Social Responsibility).

12.2 The Supplier indemnifies the Buyer against any costs resulting from any Default by the Supplier relating to any applicable Law.

12.3 The Supplier must appoint a Compliance Officer who must be responsible for ensuring that the Supplier complies with Law, Clause 12.1 and Clauses 27 to 32.

## **13. Insurance**

The Supplier must, at its own cost, obtain and maintain the Required Insurances in Schedule 22 (Insurance Requirements).

## **14. Data protection**

14.1 The Supplier must process Personal Data and ensure that Supplier Staff process Personal Data only in accordance with Schedule 20 (Processing Data).

14.2 The Supplier must not remove any ownership or security notices in or relating to the Government Data.

14.3 The Supplier must make accessible back-ups of all Government Data, stored in an agreed off-site location and send the Buyer copies every 6 Months.

14.4 The Supplier must ensure that any Supplier system holding any Government Data, including back-up data, is a secure system that complies with the Security Policy and any applicable Security Management Plan.

14.5 If at any time the Supplier suspects or has reason to believe that the Government Data provided under the Contract is corrupted, lost or sufficiently degraded, then the Supplier must notify the Buyer and immediately suggest remedial action.

14.6 If the Government Data is corrupted, lost or sufficiently degraded so as to be unusable the Buyer may either or both:

- tell the Supplier to restore or get restored Government Data as soon as practical but no later than 5 Working Days from the date that the Buyer; receives notice, or the Supplier finds out about the issue, whichever is earlier; and/or
- restore the Government Data itself or using a third party.

14.7 The Supplier must pay each Party's reasonable costs of complying with Clause 14.6 unless the Buyer is at fault.

14.8 The Supplier:

- must provide the Buyer with all Government Data in an agreed open format within 10 Working Days of a written request;
- must have documented processes to guarantee prompt availability of Government Data if the Supplier stops trading;
- must securely destroy all Storage Media that has held Government Data at the end of life of that media using Good Industry Practice;
- securely erase all Government Data and any copies it holds when asked to do so by the Buyer unless required by Law to retain it; and
- indemnifies the Buyer against any and all Losses incurred if the Supplier breaches Clause 14 and any Data Protection Legislation.

## **15. What you must keep confidential**

15.1 Each Party must:

- keep all Confidential Information it receives confidential and secure;
- not disclose, use or exploit the Disclosing Party's Confidential Information without the Disclosing Party's prior written consent, except for the purposes anticipated under the Contract;
- comply with the Official Secrets Act 1911-1989 and section 182 of the Finance Act 1982;
- immediately notify the Disclosing Party if it suspects unauthorised access, copying, use or disclosure of the Confidential Information.

15.2 In spite of Clause 15.1, a Party may disclose Confidential Information which it receives from the Disclosing Party in any of the following instances:

- where disclosure is required by applicable Law or by a court with the relevant jurisdiction if the Recipient Party notifies the Disclosing Party of the full circumstances, the affected Confidential Information and extent of the disclosure;
- if the Recipient Party already had the information without obligation of confidentiality before it was disclosed by the Disclosing Party;
- if the information was given to it by a third party without obligation of confidentiality;
- if the information was in the public domain at the time of the disclosure
- if the information was independently developed without access to the Disclosing Party's Confidential Information;
- to its auditors or for the purposes of regulatory requirements;
- on a confidential basis, to its professional advisers on a need-to-know basis; or
- to the Serious Fraud Office where the Recipient Party has reasonable grounds to believe that the Disclosing Party is involved in activity that may be a criminal offence under the Bribery Act 2010.

15.3 The Supplier may disclose Confidential Information on a confidential basis to Supplier Staff on a need-to-know basis to allow the Supplier to meet its obligations under the Contract. The Supplier Staff must enter into a direct confidentiality agreement with the Buyer at its request.

15.4 The Buyer may disclose Confidential Information in any of the following cases:

- on a confidential basis to the employees, agents, consultants, sub-contractors and contractors of the Buyer;
- on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company that the Buyer transfers or proposes to transfer all or any part of its business to;
- if the Buyer (acting reasonably) considers disclosure necessary or appropriate to carry out its public functions;
- where requested by Parliament; or
- under Clauses 4.7 and 16.

15.5 For the purposes of Clauses 15.2 to 15.4 references to disclosure on a confidential basis means disclosure under a confidentiality agreement or arrangement including terms as strict as those required in Clause 15.

15.6 Transparency Information and any Information which is exempt from disclosure by Clause 16 is not Confidential Information.

15.7 The Supplier must not make any press announcement or publicise the Contracts or any part of them in any way, without the prior written consent of the Buyer and must take all reasonable steps to ensure that Supplier Staff do not either.

## 16. When you can share information

16.1 The Supplier must tell the Buyer within 48 hours if it receives a Request for Information.

16.2 Within the required timescales the Supplier must give the Buyer full co-operation and information needed so the Buyer can:

- publish the Transparency Information;
- comply with any FOIA request; and/or
- comply with any EIR request.

16.3 The Buyer may talk to the Supplier to help it decide whether to publish information under Clause 16. However, the extent, content and format of the disclosure is the Buyer's decision, which does not need to be reasonable.

## 17. Invalid parts of the Contract

If any part of the Contract is prohibited by Law or judged by a court to be unlawful, void or unenforceable, it must be read as if it was removed from that Contract as much as required and rendered ineffective as far as possible without affecting the rest of the Contract, whether it's valid or enforceable.

## **18. No other terms apply**

The provisions incorporated into the Contract are the entire agreement between the Parties. The Contract replaces all previous statements and agreements whether written or oral. No other provisions apply.

## **19. Other people's rights in the Contract**

No third parties may use the Contracts (Rights of Third Parties) Act (CRTPA) to enforce any term of the Contract unless stated (referring to CRTPA) in the Contract. This does not affect third party rights and remedies that exist independently from CRTPA.

## **20. Circumstances beyond the Parties control**

20.1 Any Party affected by a Force Majeure Event is excused from performing its obligations under the Contract while the inability to perform continues, if it both:

- provides a Force Majeure Notice to the other Party; and
- uses all reasonable measures practical to reduce the impact of the Force Majeure Event.

20.2 Either party can partially or fully terminate the affected Contract if the provision of the Deliverables is materially affected by a Force Majeure Event which lasts for 90 days continuously.

20.3 Where a Party terminates under Clause 20.2:

- each party must cover its own Losses; and
- Clause 10.5.2 to 10.5.7 applies.

## **21. Relationships created by the Contract**

The Contract does not create a partnership, joint venture, an employment relationship or a relationship of principal and agent between the Parties. The Supplier must represent themselves accordingly and ensure others do so.

## **22. Giving up Contract rights**

A partial or full waiver or relaxation of the terms of the Contract by one Party is only valid if it is stated to be a waiver in writing to the other Party.

## **23. Transferring responsibilities**

23.1 The Supplier cannot assign, novate or transfer the Contract without the Buyer's written consent.

23.2 The Buyer can assign, novate or transfer its Contract or any part of it to any Crown Body, public or private sector body which performs the functions of the Buyer.

23.3 When the Buyer uses its rights under Clause 23.2 the Supplier must enter into a novation or transfer agreement in the form that the Buyer specifies.

23.4 The Supplier can terminate the Contract novated or transferred under Clause 23.2 to a private sector body that is experiencing an Insolvency Event.

23.5 The Supplier remains responsible for all acts and omissions of the Supplier Staff as if they were its own.

23.6 If the Buyer asks the Supplier for details about Subcontractors, the Supplier must provide details of Subcontractors at all levels of the supply chain including (without limitation):

- their name;
- the scope of their appointment; and
- the duration of their appointment.

## **24. Changing the Contract and Change of Law**

24.1 Either Party can request a Variation to the Contract which is only effective if agreed in writing and signed by both Parties

24.2 The Supplier must provide an Impact Assessment either:

- with the Variation Form, where the Supplier requests the Variation; or
- within the time limits included in a Variation Form requested by the Buyer

24.3 If the Variation to the Contract cannot be agreed or resolved by the Parties, the Buyer can either:

- agree that the Contract continues without the Variation;
- terminate the affected Contract, unless the Supplier has already provided part or all of the provision of the Deliverables, or where the Supplier can show evidence of substantial work being carried out to provide them; or
- refer the Dispute to be resolved using Clause 34 (Resolving Disputes).

24.4 The Buyer is not required to accept a Variation request made by the Supplier.

24.5 If there is a General Change in Law, the Supplier must bear the risk of the change and is not entitled to ask for an increase to the Charges.

24.6 If there is a Specific Change in Law or one is likely to happen during the Contract Period the Supplier must give the Buyer notice of the likely effects of the changes as soon as reasonably practical. They must also say if they think any Variation is needed either to the Deliverables, the Charges or the Contract and provide evidence:

- that the Supplier has kept costs as low as possible, including in Subcontractor costs; and
- of how it has affected the Supplier's costs.

24.7 Any change in the Charges or relief from the Supplier's obligations because of a Specific Change in Law must be implemented using Clauses 24.1 to 24.4.

## **25. How to communicate about the Contract**

25.1 All notices under the Contract must be in writing and are considered effective on the Working Day of delivery as long as they're delivered before 5:00pm on a Working Day. Otherwise the notice is effective on the next Working Day. An email is effective when sent unless an error message is received.

25.2 Notices to the Buyer must be sent to the Buyer Authorised Representative's address or email address in the Award Form.

25.3 This Clause does not apply to the service of legal proceedings or any documents in any legal action, arbitration or dispute resolution.

## **26. Dealing with claims**

26.1 If a Beneficiary is notified of a Claim then it must notify the Indemnifier as soon as reasonably practical and no later than 10 Working Days.

26.2 At the Indemnifier's cost the Beneficiary must both:

- allow the Indemnifier to conduct all negotiations and proceedings to do with a Claim; and
- give the Indemnifier reasonable assistance with the claim if requested.

26.3 The Beneficiary must not make admissions about the Claim without the prior written consent of the Indemnifier which cannot be unreasonably withheld or delayed.

26.4 The Indemnifier must consider and defend the Claim diligently using competent legal advisors and in a way that doesn't damage the Beneficiary's reputation.

26.5 The Indemnifier must not settle or compromise any Claim without the Beneficiary's prior written consent which it must not unreasonably withhold or delay.

26.6 Each Beneficiary must take all reasonable steps to minimise and mitigate any losses that it suffers because of the Claim.

26.7 If the Indemnifier pays the Beneficiary money under an indemnity and the Beneficiary later recovers money which is directly related to the Claim, the Beneficiary must immediately repay the Indemnifier the lesser of either:

- the sum recovered minus any legitimate amount spent by the Beneficiary when recovering this money; or
- the amount the Indemnifier paid the Beneficiary for the Claim.

## **27. Preventing fraud, bribery and corruption**

27.1 The Supplier must not during any Contract Period:

- commit a Prohibited Act or any other criminal offence in the Regulations 57(1) and 57(2);

### HMPPS Body Worn Video Cameras – Part 3

- do or allow anything which would cause the Buyer, including any of their employees, consultants, contractors, Subcontractors or agents to breach any of the Relevant Requirements or incur any liability under them.

27.2 The Supplier must during the Contract Period:

- create, maintain and enforce adequate policies and procedures to ensure it complies with the Relevant Requirements to prevent a Prohibited Act and require its Subcontractors to do the same;
- keep full records to show it has complied with its obligations under Clause 27 and give copies to the Buyer on request; and
- if required by the Buyer, within 20 Working Days of the Start Date of the Contract, and then annually, certify in writing to the Buyer, that they have complied with Clause 27, including compliance of Supplier Staff, and provide reasonable supporting evidence of this on request, including its policies and procedures

27.3 The Supplier must immediately notify the Buyer if it becomes aware of any breach of Clauses 27.1 or 27.2 or has any reason to think that it, or any of the Supplier Staff, has either:

- been investigated or prosecuted for an alleged Prohibited Act;
- been debarred, suspended, proposed for suspension or debarment, or is otherwise ineligible to take part in procurement programmes or contracts because of a Prohibited Act by any government department or agency;
- received a request or demand for any undue financial or other advantage of any kind related to the Contract; or
- suspected that any person or Party directly or indirectly related to the Contract has committed or attempted to commit a Prohibited Act.

27.4 If the Supplier notifies the Buyer as required by Clause 27.3, the Supplier must respond promptly to their further enquiries, co-operate with any investigation and allow the Audit of any books, records and relevant documentation.

27.5 In any notice the Supplier gives under Clause 27.4 it must specify the:

- Prohibited Act;
- identity of the Party who it thinks has committed the Prohibited Act; and
- action it has decided to take.

## 28. Equality, diversity and human rights

28.1 The Supplier must follow all applicable equality and human rights Law when they perform their obligations under the Contract, including:

- protections against discrimination on the grounds of race, sex, gender reassignment, religion or belief, disability, sexual orientation, pregnancy, maternity, age or otherwise; and
- any other requirements and instructions which the Buyer reasonably imposes related to equality and human rights Law.

28.2 The Supplier must take all necessary steps, and inform the Buyer of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) when working on the Contract.

## 29. Health and safety

29.1 The Supplier must perform its obligations meeting the requirements of:

- all applicable Law regarding health and safety; and
- the Buyer's current health and safety policy while at the Buyer's Premises, as provided to the Supplier

29.2 The Supplier must as soon as possible notify the other of any health and safety incidents or material hazards they're aware of at the Buyer Premises that relate to the performance of the Contract.

## 30. Environment

30.1 When working on Site the Supplier must perform its obligations under the Buyer's current Environmental Policy, which the Buyer must provide.

30.2 The Supplier must ensure that Supplier Staff are aware of the Buyer's Environmental Policy.

## 31. Tax

31.1 The Supplier must not breach any tax or social security obligations and must enter into a binding agreement to pay any late contributions due, including where applicable, any interest or any fines. The Buyer cannot terminate the Contract where the Supplier has not paid a minor tax or social security contribution.

31.2 Where the Charges payable under the Contract are or are likely to exceed £5 million at any point during the relevant Contract Period, and an Occasion of Tax Non-Compliance occurs, the Supplier must notify the Buyer of it within 5 Working Days including:

- the steps that the Supplier is taking to address the Occasion of Tax Non-Compliance and any mitigating factors that it considers relevant; and
- other information relating to the Occasion of Tax Non-Compliance that the Buyer may reasonably need.

31.3 Where the Supplier or any Supplier Staff are liable to be taxed or to pay National Insurance contributions in the UK relating to payment received under the Contract, the Supplier must both:

- comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax, the Social Security Contributions and Benefits Act 1992 (including IR35) and National Insurance contributions; and
- indemnify the Buyer against any Income Tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made during or after the Contract Period in connection with the provision of the Deliverables by the Supplier or any of the Supplier Staff.

31.4 If any of the Supplier Staff are Workers who receive payment relating to the Deliverables, then the Supplier must ensure that its contract with the Worker contains the following requirements:

- the Buyer may, at any time during the Contract Period, request that the Worker provides information which demonstrates they comply with Clause 31.3, or why those requirements do not apply, the Buyer can specify the information the Worker must provide and the deadline for responding;
- the Worker's contract may be terminated at the Buyer's request if the Worker fails to provide the information requested by the Buyer within the time specified by the Buyer;
- the Worker's contract may be terminated at the Buyer's request if the Worker provides information which the Buyer considers isn't good enough to demonstrate how it complies with Clause 31.3 or confirms that the Worker is not complying with those requirements; and
- the Buyer may supply any information they receive from the Worker to HMRC for revenue collection and management.

## 32. Conflict of interest

32.1 The Supplier must take action to ensure that neither the Supplier nor the Supplier Staff are placed in the position of an actual or potential Conflict of Interest.

32.2 The Supplier must promptly notify and provide details to the Buyer if a Conflict of Interest happens or is expected to happen.

32.3 The Buyer can terminate its Contract immediately by giving notice in writing to the Supplier or take any steps it thinks are necessary where there is or may be an actual or potential Conflict of Interest.

## 33. Reporting a breach of the Contract

33.1 As soon as it is aware of it the Supplier and Supplier Staff must report to the Buyer any actual or suspected breach of:

- the Law;
- Clause 12.1; and/or
- Clauses 27 to 32.

33.2 The Supplier must not retaliate against any of the Supplier Staff who in good faith report a breach listed in Clause 33.1 to the Buyer or a Prescribed Person.

## 34. Resolving disputes

34.1 If there is a Dispute, the senior representatives of the Parties who have authority to settle the Dispute will, within 28 days of a written request from the other Party, meet in good faith to resolve the Dispute.

34.2 If the Dispute is not resolved at that meeting, the Parties can attempt to settle it by mediation using the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure current at the time of the Dispute. If the Parties cannot agree on a mediator, the mediator will be nominated by CEDR. If either Party does not wish to use, or continue to use mediation, or mediation does not resolve the Dispute, the Dispute must be resolved using Clauses 34.3 to 34.5.

34.3 Unless the Buyer refers the Dispute to arbitration using Clause 34.4, the Parties irrevocably agree that the courts of England have the exclusive jurisdiction to:

- determine the Dispute;
- grant interim remedies; and/or
- grant any other provisional or protective relief.

34.4 The Supplier agrees that the Buyer has the exclusive right to refer any Dispute to be finally resolved by arbitration under the London Court of International Arbitration Rules current at the time of the Dispute. There will be only one arbitrator. The seat or legal place of the arbitration will be London and the proceedings will be in English.

34.5 The Buyer has the right to refer a Dispute to arbitration even if the Supplier has started or has attempted to start court proceedings under Clause 34.3, unless the Buyer has agreed to the court proceedings or participated in them. Even if court proceedings have started, the Parties must do everything necessary to ensure that the court proceedings are stayed in favour of any arbitration proceedings if they are started under Clause 34.4.

34.6 The Supplier cannot suspend the performance of the Contract during any Dispute.

## **35. Which law applies**

35.1 This Contract and any issues arising out of, or connected to it, are governed by English law and shall be subject to the exclusive jurisdiction of the courts of England.

## **APPENDIX A: HMPPS Body Worn Camera Background (current legacy service)**

### **1. General Background of HMPPS**

#### **Her Majesty's Prison and Probation Service (HMPPS)**

Her Majesty's Prison and Probation Service (HMPPS) is an Executive Agency of the Ministry of Justice (MoJ); which replaced the National Offender Management Service (NOMS) on 1 April 2017. Our role is to carry out sentences ordered by the courts, in custody and the community, and rehabilitate people in our care through education and employment; ensuring best value for money from public resources.

We work to protect the public and reduce reoffending by delivering the punishment and orders of the courts and supporting rehabilitation by helping offenders to reform their lives; both in prisons and in the community.

There are currently 106 Public Sector Prisons, 15 private sector prisons. These prisons hold those on remand awaiting trial, those convicted awaiting sentence, and those sentenced by the courts and completing the custodial element.

The prison estate holds adult men and women, young adults aged 18-21 years and a number of young people aged 12-18.

Her Majesty's Prison Service serves the public by keeping in custody those committed by the courts. Our duty is to look after them with humanity and help them lead law-abiding and useful lives in custody and after release

Within England and Wales, we are responsible for:

- a) running prison and probation services
- b) rehabilitation services for people in our care leaving prison
- c) making sure support is available to stop people reoffending
- d) contract managing private sector prisons and services such as: •the prisoner escort service
- e) electronic tagging

### **2. Physical Safety/ Body Worn Video Camera background**

- 2.1. Physical safety brings together established initiatives as well as commencing work to implement new tools and training. The aim overall is to ensure that our prisons provide a protective and supportive environment that give a sense of safety for those that live and work in them.
- 2.2. A key aim of Physical Safety is to ensure that where we introduce tools, equipment or initiatives that we do so in a way that supports the effective interpersonal skills of our staff.
- 2.3. In 2015 HMPPS introduced Body Worn Video Camera's (BWVC) into a number of public prison establishments, rolling out across the entire public prison estate in 2016. BWVC's are part of the Safety Programme and are used with the aim of making prisons a safer environment for all.
- 2.4. Private prison establishments also utilise BWVC's, but they are out of the scope of this procurement.

### **3. Current Body Worn Video Camera usage**

- 3.1. BWVC's are predominantly worn by prison officers within the 106 public prison establishments across England and Wales. Additionally, the same BWVC's are also used in a limited capacity by specialist tactical response groups.

- 3.2. Staff collect a camera at the start of a shift from a docking station, by tapping their ID Card (with RFID token attached) on a scanner at which point the camera is allocated to them, camera's are allocated as a pool rather than as personal issue.
- 3.3. Cameras are worn on standard prison uniform at chest level either by a lanyard or a clip attaching them to a radio loop. A number of non-uniformed officers also wear cameras by lanyard.
- 3.4. Specialist tactical response groups wear a molle vest as shown below.

**Standard prison uniforms**

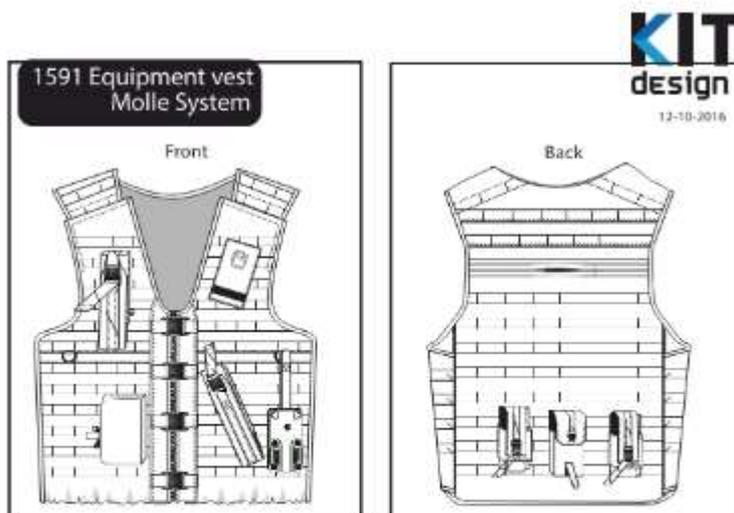
*Long sleeve shirt/blouse*



*Short sleeve shirt/ blouse*



*Tactical molle vest worn by specialist groups*



- 1 x EP10-A Radio Pocket
- 1 x EP11 Knife pocket
- 2 x EP12-A Flash pocket
- 1 x EP02-C Cuff pocket (original)
- 1 x EP03-B CS Gas pocket
- 1 x EP02-D Ridged Cuff Pocket (New)
- 1 x EP01-F Asp pocket
- 1 x EP13-A Battery pocket



- 3.5. The cameras are manually set to record by the member of staff wearing the camera. At the end of an incident recording is then manually stopped. There is no ability to view back, edit or delete the footage recorded, from the BWVC unit.
- 3.6. At the end of the shift they are returned to the docking station for charging and any footage is automatically downloaded to a local, non-networked server, to be retained in line with HMPPS data retention policies, which can be up to a maximum of 6 years.
- 3.7. Prison officers are instructed by policy in situations when it is appropriate to switch camera on and record, as a tool to de-escalate a situation but also in preparation to record the incident.
- 3.8. Footage is used for adjudications within establishments or may be shared with police forces if there has been any criminal activity. The footage is shared by physical media such as encrypted USB memory stick or CDs.

#### **4. Design – service/ solution**

- 4.1. The introduction of BWVC's in 2015 was initially as a pilot therefore standalone systems were installed and centralised monitoring of the systems was not invested in as the long-term commitment to cameras had not been confirmed. Following the pilot, a decision was made to rollout nationally with standalone systems at all sites.
- 4.2. None of the systems are connected by network to any other prison or to a central management point. There is no remote access to the systems by the current incumbent. The standalone systems mean that recorded data cannot be shared with or viewed at another site and system upgrades cannot be received digitally.
- 4.3. Servers are installed in offices rather than IT server rooms. As a result, they were exposed to electrical surges during generator tests and therefore uninterruptable power suppliers (UPS) have been installed.
- 4.4. We currently have no means of monitoring how many cameras are in use across the estate and faults cannot be proactively identified.
- 4.5. The BWVC equipment at each site comprises Microserver – which is a stand-alone windows computer, Dock Controller, docking stations, BWVC's and accessories for attaching cameras to standard prison uniforms and civilian clothing. These items are wholly owned by HMPPS.
- 4.6. Only a small number of trained staff have access to the local server. Footage that needs to be kept is flagged on the software system with the ability to combine footage from multiple cameras of the same incident, with a common flag, so this data can be identified.

#### **5. HMPPS Desktop's and Browsers**

- 5.1. Quantum machines with a Windows 7 operating system are currently most predominant within prisons.
- 5.2. The browsers utilised on these machines are Internet Explorer 11 (or below) and Firefox v60.7.2 ESR
- 5.3. Dom1 machines with a Windows 10 operating system are the main machines utilised across the wider MOJ estate.
- 5.4. The Browsers utilised on Dom1 machines are Edge Chromium, Chrome version 87 and Firefox version 78.
- 5.5. The Prison Technology Transformation Project will replace all Quantum machines across the prison estate with Dom1 machines.
- 5.6. This work is currently anticipated to begin in December 2021.

#### **6. Support model**

- 6.1. Local Specialist Point of Contacts (SPoCs) provide guidance to staff within prison establishment. With a national, central team available for advice on policy and usage.
- 6.2. Technical support and maintenance is provided by the incumbent BWVC Supplier directly to prisons (Supplier staff Security clearance requirements are clarified in BWVC specification document)
- 6.3. Support requirements include the ability to raise queries and technical issues via a phone line and email address. HMPPS staff can also report hardware faults by accessing the suppliers' web portal to complete a Return Merchandise Authorisation (RMA) form.

- 6.4. When required equipment is returned to the Supplier to repair before being returned to the site.
- 6.5. On-site maintenance and support is also provided under the current service.

**7. Volumes**

- 7.1. Approximately 6000 cameras in 106 establishments across England and Wales.
- 7.2. The number of cameras per prison varies dependant on size and regime of each establishment, this ranges from 14 to 137 per site (for full breakdown of numbers per site see Appendix B – Establishment List).
- 7.3. On average 26 support tickets are raised per month, covering all prison establishments. Of these 26, 14 are for advice and guidance, 6 connected to faults, 5 regarding the purchase of additional hardware and 1 to request a quote.
- 7.4. On average, 157 RMA's are raised each month. Of these 157, 69 are reported as battery faults, 69 listed as 'other', 13 connector and 6 regarding video and audio failure.
- 7.5. The volume of new footage stored per week across the entire estate currently is approximately 18,000 videos, with a total storage size of approximately 233 GB.
- 7.6. Approximately 44 Terabytes of storage space is currently being utilised across the entire estate.
- 7.7. The forecast amount of data storage space required following rollout of the new solution, and based on indicative volumes of BWVC's, and number of prisons currently in scope is:
  - a) End of contract year 1: 43 Tb
  - b) End of contract year 2: 57 Tb
  - c) End of contract year 3: 71 Tb
  - d) End of contract year 4:86 Tb
  - e) End of optional contract year 5: 91Tb
  - f) End of optional contract year 6: 107Tb

APPENDIX B - Current Public prison Establishments in England and Wales (106)

Establishment	Prison Group	County	Category	Operational Capacity	Current Number of BWVC	Indicative Future Number of BWVC
HMP/YOI Askham Grange	Women	North Yorkshire	Female Open	128	14	26
HMYOI Aylesbury	Long Term / High Security	Buckinghamshire	HMP/YOI	444	56	99
HMP & YOI Bedford	Bedfordshire, Cambridgeshire & Norfolk	Bedfordshire	Cat B Local	506	48	97
HMP/YOI Belmarsh	Long Term / High Security	London	Cat A core local	910	100	275
HMP Berwyn	Wales	Wrexham County Borough	Cat C Trainer	2106	110	275
HMP Birmingham	West Midlands	West Midlands	Adult Male/Cat B&C	1028	112	197
HMP/YOI Brinsford	West Midlands	Staffordshire	HMP/YOI	577	40	117
HMP Bristol	Avon & South Dorset	Bristol	Cat B local	614	124	114
HMP Brixton	London	London	Cat C Trainer	798	78	112
HMP Buckley Hall	Greater Manchester, Merseyside & Cheshire	Greater Manchester	Cat C trainer	445	42	77
HMP/YOI Bullingdon	South Central	Oxfordshire	Cat B local	1114	134	163
HMP Bure	Bedfordshire, Cambridgeshire & Norfolk	Norfolk	Cat C trainer	624	42	95
HMP/YOI Cardiff	Wales	Cardiff	Cat B local	792	54	137
HMP Channings Wood	Devon & North Dorset	Devon	Cat C trainer	731	74	103
HMP Chelmsford	Hertfordshire, Essex & Suffolk Group	Essex	Cat B local	745	104	132
HMP Coldingley	Kent, Surrey & Sussex	Surrey	Cat C working prison	513	70	70
HMYOI Cookham Wood	Youth Custody Service	Kent	HMP/YOI	98	68	114
HMP Dartmoor	Devon & North Dorset	Devon	Cat C trainer	659	56	88
HMYOI Deerbolt	Tees & Wear	County Durham	HMP/YOI	513	64	91
HMP/YOI Downview	Women's	Surrey	Adult Female/Closed	355	31	81

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HMP/YOI Drake Hall	Women's	Staffordshire	Adult Female/Closed	345	28	56
HMP Durham	Tees & Wear	County Durham	Cat B local	1017	70	179
HMP/YOI East Sutton Park	Women's	Kent	Adult Females/Young Offenders	100	14	25
HMP/YOI Eastwood Park	Women's	Gloucestershire	Adult Females/Young offenders/Closed	362	59	102
HMP/YOI Elmley	Kent, Surrey & Sussex	Kent	Cat B local	985	56	181
HMP Erlestoke	South Central	Wiltshire	Cat C Trainer	494	42	85
HMP/YOI Exeter	Devon & North Dorset	Devon	Cat B Local	561	44	96
HMP Featherstone	West Midlands	Wolverhampton	Cat C trainer	703	54	106
HMYOI Feltham	Youth Custody Service	London	HMP/YOI	550	100	255
HMP Ford	Kent, Surrey & Sussex	West Sussex	Open	557	28	33
HMP/YOI Foston Hall	Women	Derbyshire	Adult Females/Young offenders	344	28	80
HMP Frankland	Long Term / High Security	County Durham	Adult male/ Cat A	808	84	347
HMP Full Sutton	Long Term/ High Security	East Riding of Yorkshire	Adult male/ Cat A	608	84	252
HMP Garth	Long Term/ High Security	Lancashire	Cat B trainer	847	62	160
HMP Gartree	Long Term/ High Security	Leicestershire	Cat B trainer	707	70	154
HMP Grendon & Springhill	South Central	Buckinghamshire	Cat B trainer/Open	570	28	79
HMP Guys Marsh	Devon & North Dorset	Dorset	Cat C trainer	578	57	85
HMP/YOI Hatfield	Yorkshire	South Yorkshire	Open	266	28	41
HMP Haverigg	Cumbria & Lancashire	Cumbria	Cat C trainer	644	42	32
HMP Hewell	West Midlands	Worcestershire	Cat B local/Open	1261	70	171
HMP & YOI High Down	London	Surrey	Cat B local	1163	70	134
HMP Highpoint (North & South)	Hertfordshire, Essex & Suffolk Group	Suffolk	Cat C Trainer	1323	98	179
HMP/YOI Hindley	Greater Manchester, Merseyside & Cheshire	Greater Manchester	Cat C Trainer	664	42	120

**HMPPS Body Worn Video Cameras – Part 3**

HMP &YOI Hollisley Bay	Hertfordshire, Essex & Suffolk Group	Suffolk	Open	421	24	41
HMP Holme House	Tees & Wear	County Durham	Cat B local	1210	65	180
HMP/YOI Hull	Yorkshire	East Riding of Yorkshire	Cat B local	723	70	167
HMP Humber	Yorkshire	East Riding of Yorkshire	Cat C trainer	1062	84	141
HMP Huntercombe	Immigration & Foreign National Prisons	Oxfordshire	Cat C trainer	430	42	68
HMP/YOI Isis	London	London	HMP/YOI	628	78	102
HMP Isle of Wight (Albany & Parkhurst)	Long Term/ High Security	Isle of Wight	Cat B trainer	1139	134	191
HMP Kirkham	Cumbria & Lancashire	Lancashire	Open	630	21	47
HMP Kirklevington Grange	Tees & Wear	North Yorkshire	Open	283	14	42
HMP Lancaster Farms	Cumbria & Lancashire	Lancashire	Cat C trainer	549	56	96
HMP Leeds	Yorkshire	West Yorkshire	Cat B local	1224	56	185
HMP Leicester	East Midlands	Leicestershire	Cat B local	411	41	82
HMP Lewes	Kent, Surrey & Sussex	East Sussex	Cat B local	742	56	127
HMP Leyhill	Avon & South Dorset	Gloucestershire	Open	515	14	40
HMP/YOI Lincoln	East Midlands	Lincolnshire	Cat B local	739	70	115
HMP Lindholme	Yorkshire	South Yorkshire	Adult Male/Cat C	1010	84	135
HMP Littlehey	Bedfordshire, Cambridgeshire & Norfolk	Cambridgeshire	Cat C trainer	1206	75	152
HMP Liverpool	Greater Manchester, Merseyside & Cheshire	Merseyside	Cat B local	1392	42	141
HMP Long Lartin	Long Term/ High Security	Worcestershire	Adult Male/Cat A	622	40	225
HMP/YOI Low Newton	Women's	County Durham	Adult Females/Young offenders/Closed	366	37	95
HMP Maidstone	Immigration & Foreign National Prisons	Kent	Cat C trainer	600	84	79
HMP/YOI Manchester	Long Term/ High Security	Greater Manchester	Adult Male/Cat A	1269	68	248

**HMPPS Body Worn Video Cameras – Part 3**

HMP/YOI Moorland	Yorkshire	South Yorkshire	Cat C trainer	1026	70	139
IRC Morton Hall	Immigration & Foreign National Prisons	Lincolnshire	Immigration Removal	392	44	88
HMP/YOI New Hall	Women's	West Yorkshire	Adult Females/Young offenders/Closed	446	28	100
HMP North Sea Camp	East Midlands	Lincolnshire	Open	420	40	35
HMP & YOI Norwich	Bedfordshire, Cambridgeshire & Norfolk	Norfolk	Cat B local/open	769	96	132
HMP/YOI Nottingham	North Midlands	Nottinghamshire	Cat B local	1060	90	170
HMP Onley	East Midlands	Warwickshire	Cat C Trainer	742	42	116
HMP/YOI Pentonville	London	London	Cat B local	1310	85	203
HMP/YOI Portland	Avon & South Dorset	Dorset	Cat C trainer	530	51	90
HMP/YOI Prescoed	Wales	Monmouthshire	Open	230	14	35
HMP & YOI Preston	Cumbria & Lancashire	Lancashire	Cat B local	842	58	138
HMP Ranby	North Midlands	Nottinghamshire	Cat C working prison	1098	70	151
HMP Risley	Greater Manchester, Merseyside & Cheshire	Cheshire	Cat C trainer	1095	42	138
HMP/YOI Rochester	Kent, Surrey & Sussex	Kent	Cat C trainer	658	84	123
HMP/YOI Send	Women's	Surrey	Cat C trainer/women's	282	42	68
HMP Standford Hill	Kent, Surrey & Sussex	Kent	Open	462	14	41
HMP Stafford	West Midlands	Staffordshire	Cat C Trainer	741	42	100
HMP Stocken	North Midlands	Rutland	Cat C Trainer	842	56	140
HMP/YOI Stoke Heath	West Midlands	Shropshire	Cat C Trianer/Open	766	42	117
HMP/YOI Styal	Women's	Cheshire	Adult Females/Young offenders/Closed	458	24	92
HMP & YOI Sudbury	North Midlands	Derbyshire	Open	600	28	44
HMP Swaleside	Long Term / High Security	Kent	Cat B Trainer	1112	52	190

**HMPPS Body Worn Video Cameras – Part 3**

HMP/YOI Swansea	Wales	Swansea	Cat B local	500	40	99
HMP/YOI Swinfen Hall	West Midlands	Staffordshire	Cat C Trainer	624	62	109
HMP The Mount	Hertfordshire, Essex & Suffolk Group	Hertfordshire	Cat C trainer	1028	98	134
HMP The Verne	Avon & South Dorset	Dorset	Adult Male/ Cat C	580	28	98
HMP/YOI Thorn Cross	Greater Manchester, Merseyside & Cheshire	Cheshire	Open	381	14	44
HMP Usk	Wales	Monmouthshire	Cat C Trainer	256	14	35
HMP Wakefield	Long Term/ high Security	West Yorkshire	Adult Male/ Cat A	751	56	212
HMP Wandsworth	London	London	Cat B local	1665	98	232
HMP & YOI Warren Hill	Hertfordshire, Essex & Suffolk Group	Suffolk	Male Adult/Cat C	244	40	66
HMP Wayland	Bedfordshire, Cambridgeshire & Norfolk	Norfolk	Cat C trainer	1017	66	136
HMP Wealstun	Yorkshire	West Yorkshire	Cat C trainer	832	98	125
HMYOI Werrington	Youth Custody Service	Staffordshire	HMYOI	162	65	91
HMYOI Wetherby	Youth Custody Service	West Yorkshire	HMYOI	336	84	172
HMP Whatton	East Midlands	Nottinghamshire	Cat C Trainer	841	42	109
HMP Whitemoor	Long Term / High Security	Cambridgeshire	Adult male/Cat A	458	52	224
HMP Winchester	South Central	Hampshire	Cat B local	544	54	127
HMP YOI Woodhill	Long Term / High Security	Buckinghamshire	Adult Male/ Cat A	819	75	225
HMP YOI Wormwood Scrubs	London	London	Cat B local	1279	137	178
HMP YOI Wymott	Cumbria & Lancashire	Lancashire	Cat C trainer	1176	56	156

**APPENDIX C: Body Worn Video Camera Early Adopter Establishments**

Establishment	Prison Group	Region	Prison Category	Operational Capacity	Address
HMP Bristol	Avon and South Dorset	Avon	Category B local	614	19 Cambridge Road Bishopston Bristol BS7 8PSdo
HMP Manchester	Greater Manchester, Merseyside & Cheshire	Greater Manchester	Long Term/High Security	1269	1 Southall Street Cheetham Hill Manchester M60 9AH
HMP Risley	Greater Manchester, Merseyside & Cheshire	Cheshire	Category C Trainer	1095	Warrington Road Risley Warrington Cheshire WA3 6BP
HMP Wayland	Bedfordshire, Cambridgeshire & Norfolk	Norfolk	Category C Trainer	1017	Thompson Road Griston Thetford IP25 6RL
HMP Werrington	Youth Custody Service	Staffordshire	Young Offender Institute	162	Ash Bank Road Werrington Stoke-On-Trent ST9 0DX

**APPENDIX D: HMPPS Body Worn Video Camera User Groups**

Role	Approximate number of staff	Key Responsibilities
BWVC Operator  1) Prison Officer 2) National Tactical Response Group (NTRG) 3) National Dog Tactical Support Group (NDTSG)	22,000	Daily operational use of body worn video camera's <ul style="list-style-type: none"> <li>• Responsible for ensuring the personal issued equipment is kept in good working order.</li> <li>• Recording and bookmarking of potential Incident's</li> <li>• Safe docking of BWVC after shift</li> <li>• Reporting of any issues with the Supplier Hardware</li> </ul>
Local BWVC System Owner (s) (within each individual Establishment)	200-300	<ul style="list-style-type: none"> <li>• Day-to-day running of the system.</li> <li>• Maintaining the BWVC system, this includes regular housekeeping of the system, both hardware and software.</li> <li>• Ensuring cameras are detailed appropriately and are being used.</li> <li>• Monitoring use of cameras.</li> <li>• Appropriately challenging non-use of cameras.</li> <li>• Trouble shooting minor issues with the aid of instruction manuals and self-help instructions.</li> <li>• Viewing footage.</li> <li>• Creating evidential Incidents footage.</li> <li>• Burning evidence DVDs (of exported incidents).</li> <li>• Adding and editing other evidence handlers and operators, including removing staff who have left from the system.</li> <li>• Contacting the help desk for technical support.</li> <li>• Holder of the training materials.</li> <li>• Creating the BWVC local policy document and updating when required.</li> <li>• Ensuring BWVCs are included in the Local Security Strategy.</li> <li>• Ensuring camera footage is stored and used correctly.</li> <li>• Ensuring appropriate signage is displayed.</li> <li>• Ensuring staff are correctly trained in the use of BWVCs.</li> </ul>
BWVC HQ Staff	10	<ul style="list-style-type: none"> <li>• Setting of user rights and camera functionality in line with Role Based Access Control</li> <li>• Escalation point for any unresolved issues, reported either by The Supplier or by Establishments</li> <li>• Facilitate and run contract management meetings with The Supplier</li> <li>• Review MI Reports provided by The Supplier</li> <li>• Review of BWVC footage where required on a National level</li> <li>• Oversight of national camera usage, data usage etc.</li> <li>• Ensuring adherence to HMPPS policy</li> </ul>
Service Desk	20	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> line support for BWVC service</li> <li>• Answer and resolve basic and frequently asked questions</li> <li>• Logging tickets on MOJ Service Now</li> <li>• Allocating Service Now ticket to appropriate resolver group where further support is required, either from the Supplier or other resolver groups e.g. MOJ WAN/LAN Supplier</li> </ul>
Custodial Contracts Group (CCG)	N/A	<ul style="list-style-type: none"> <li>• BWVC Contract owner</li> <li>• Management of the overall BWVC contract</li> <li>• Reviewing the Supplier's performance against the Terms of the Contract.</li> <li>• Organiser and chair of contract management meetings between the Buyer and Supplier.</li> </ul>
Commercial and Contract Management Directorate (CCMD)	N/A	<ul style="list-style-type: none"> <li>• Commercial contract leadership</li> <li>• Provide commercial expertise to HMPPS on behalf of Ministry of Justice on all commercial matters relevant to the contract.</li> </ul>